



## Drainage Superintendent

**Department:** Environmental Engineering

**EEO Code:** 22

**Class Code:** 3235

**FLSA:** N

**Effective:** 01/12/1996

---

### **GENERAL STATEMENT OF DUTIES:**

Under general direction; performs work of considerable difficulty in administering the maintenance and construction of the County Drainage Program and Street Sign Program; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Investigates drainage complaints; makes site inspection and confers with property owner to clarify problem; identifies needs and priorities and plans maintenance and construction projects; develops and maintains a work schedule for drainage crews; maintains cost records and authorizes purchases and payments of materials and contractual services; assists in the preparation of budget to meet short and long range objectives; supervises semi-skilled laborers; inspects completed work; negotiates with customers; supervises the street sign program; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of construction, operation and maintenance of drainage facilities and operating procedures for construction equipment; of OSHA regulations; of effective supervisory principles and practices; of sources of services, supplies and materials. Considerable skill in planning, scheduling, assigning and monitoring work of drainage crews; in preparing report and maintaining records; in maintaining good working relationships with County departments, suppliers, contractors and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma with some college courses in engineering, management or related field and four years of experience in supervision of drainage, maintenance and/or construction program; or equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

|   |
|---|
| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
|---|